



## The Municipal Waste Management Association Fall Summit

October 11 – 13, 2021

The Westin Austin @ The Domain

### EXHIBITOR RULES & REGULATIONS

The Municipal Waste Management Association's (MWMA) annual Fall Summit provides you with an excellent opportunity to market the products and services available through your company or organization. At the Fall Summit, you meet the decision-makers – solid waste and executives from cities, counties, and other municipal agencies across the United States.

1. Each exhibitor fee includes registration for one (1) individual. Additional organizational/corporate representatives may attend after paying the corresponding individual registration fee. [Contact us](#) for more information.
2. Exhibit fee must be paid IN FULL before set-up, and before making hotel reservations through the MWMA room block. Management reserves the right to refuse exhibit space to any firm or organization if, in our opinion, it is not in the best interests of the program, The U.S. Conference of Mayors or MWMA, its affiliate.
3. Exhibit space is limited; reservations are made in the order received. **Confirmation of your registration does not constitute confirmation of available space;** you'll receive a separate email after registration confirming your assigned exhibitor space. If for any reason we don't have a space available for you, you'll be issued a full refund of any fees charged.



**Exhibit Hours:** Your exhibit space will be available for set-up on Sunday, October 10<sup>th</sup>, 2021, from 6:00pm to 9:00pm, and on Monday, October 11<sup>th</sup>, 2021, between 6:00am and 9:00am. Exhibit setup will NOT be allowed after 9:00am on October 11<sup>th</sup>.

Each exhibitor will receive:

- One skirted six-foot table;
- One chair;
- One waste receptacle; and
- One electrical outlet.

**In addition, the exhibit space will be equipped with Wi-Fi.** If any exhibitor requires special accommodations or equipment beyond the provisions listed here, they must make those arrangements directly with the hotel – contact Event Manager Stephanie Aguilar at [stephanie.aguilar@whitelodging.com](mailto:stephanie.aguilar@whitelodging.com) or (512) 687-6671.

**Exhibit hours will be from 9:00am to 5:00pm on Monday, October 11<sup>th</sup> and Tuesday, October 12<sup>th</sup>, and from 9:00am to noon on Wednesday, October 13<sup>th</sup>.**

All materials exhibited should fit on the table(s) assigned and any backdrops should fit flush behind the table(s) (no exceptions). Exhibitors with displays larger than the allotted space may apply for additional exhibit spaces in advance (subject to availability). The management reserves the right to make changes at any time in the location, display limits, etc. of any table exhibit when it is in the best interests of the program, as above.

It will be the exhibitor's responsibility to see that all merchandise is removed from the exhibit space as soon as possible following the conclusion of the Fall Summit – in any case, no later than 2:00pm on Wednesday, October 13<sup>th</sup>. Any materials remaining in the exhibit space at that time may be disposed of as the hotel sees fit.

**Shipment & Storage:** Shipping and storage arrangements will be the sole responsibility of the EXHIBITOR; you may contact The Westin Austin @ The Domain directly at the number below. Please note that the hotel may charge receiving and/or storage fees for any packages they handle on your behalf. Contact Event Manager Stephanie Aguilar at [stephanie.aguilar@whitelodging.com](mailto:stephanie.aguilar@whitelodging.com) or (512) 687-6671 if you need assistance in this regard.

*Liability:* Neither the U. S. Conference of Mayors| Municipal Waste Management Association nor The Westin Austin @ The Domain will be responsible for the safety of property of the exhibitor due to theft, damage, etc. Safety of exhibit equipment will be the sole responsibility of the exhibitor.

**Hotel Reservations:** A block of rooms has been set aside at

**The Westin Austin @ The Domain**  
11301 Domain Drive, Austin, TX 78758  
(800) 937-8461  
\$184.00 Single/Double Occupancy (plus 17.614% Tax)

Room reservations must be made online; visit [www.usmayors.org/mwma/Austin2021](http://www.usmayors.org/mwma/Austin2021) and click on the “[Make Hotel Reservations](#)” link. Reservations must be made by September 17<sup>th</sup>, 2021. Reservations made after that date will be subject to availability and a higher room rate.

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If you have questions that haven't been answered here, feel free to contact Jubi Arriola-Headley at [jheadley@usmayors.org](mailto:jheadley@usmayors.org) or (202) 861-6798.